

FOR BOARD USE ONLY

Amount Submitted \_\_\_\_\_

Date \_\_\_\_\_

Receipt # \_\_\_\_\_



FOR BOARD USE ONLY

Certificate Number \_\_\_\_\_

Date Issued \_\_\_\_\_

Applicant No. \_\_\_\_\_

## GEORGIA STATE BOARD OF PROFESSIONAL ENGINEERS & LAND SURVEYORS

Post Office Box 13446 • Macon, Georgia 31208 • (478) 207-2440

[www.sos.state.ga.us/plb/pels/](http://www.sos.state.ga.us/plb/pels/)

### APPLICATION FOR CERTIFICATE AS AN ENGINEER IN TRAINING

**Application Fee \$20 (non-refundable)**

**License Type: ENGINEER IN TRAINING**

**Additional License Types (currently or previously issued by the Georgia Professional Licensing Boards):** \_\_\_\_\_

**Method Obtained by:**

Applicant is applying for above referenced license by: Examination

**Name** as desired on License: \_\_\_\_\_

First                      Middle                      Last

Name as shown on exam records or transcripts  
(if different) \_\_\_\_\_

First                      Middle                      Last

**Social Security Number**      **Date of Birth**

**Physical Address** \_\_\_\_\_

Number and Street      Apt. No      City/State      Zip

**P.O. Box not acceptable**

**Mailing Address** \_\_\_\_\_

(if different)      Number and Street      Apt. No      City/State      Zip

\_\_\_\_\_  
Telephone Number Day      Telephone Number Evening      E-Mail Address

**Affiliation: Name of firm** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

Number and Street      Apt. No      City/State      Zip

**P.O. Box not acceptable**

**Mailing Address** \_\_\_\_\_

(if different)      Number and Street      Apt. No      City/State      Zip

NOTE TO APPLICANT: This information will be entered into the Division database for Accounting and Licensing purposes. All items must be completed, and then duplicated on the next page of the application for Board review.

## APPLICATION FOR ENGINEER-IN-TRAINING

DATE: \_\_\_\_\_ SOCIAL SECURITY NUMBER\*: \_\_\_\_\_

\*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

NAME: \_\_\_\_\_  
First Middle Maiden Last

MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Number & Street  
City State Zip Code

PREFERRED MAILING ADDRESS (If different from residence): \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

ATTACH PHOTO HERE

BUSINESS PHONE (if applicable): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ BIRTHPLACE: \_\_\_\_\_

(Please use photo taken within the last 90 days)

U.S. CITIZEN : \_\_\_\_ YES \_\_\_\_ NO IF NO, SUBMIT COPY OF REGISTRATION CARD

The photo should be clear, may be black and white or color, and should be sized to fit the space on the application

Have you ever been convicted of, or pled guilty or nolo contendere, pled guilty, or been given first offender status for any offense which is a felony, misdemeanor, a crime violating a federal law involving controlled substance or dangerous drug, or a DUI or DWI? ☐ Yes ☐ No  
If yes, include complete details on separate sheet.

Has any professional license granted to you been revoked, suspended, restricted, probated, surrendered, Or otherwise sanctioned, or have you every been denied licensure by any licensing board or agency in Georgia or any other state? ☐ Yes ☐ No

Have you ever been found liable in civil court of any misconduct, fraud, or negligence in the practice of engineering or land surveying? ☐ Yes ☐ No

Have you ever been denied admittance to take an exam by any State agency? ☐ Yes ☐ No

Have you ever served as a member of the Armed Forces in the United States? ☐ Yes ☐ No  
If Yes, list the dates of the term of active duty service.

### RECORD OF EDUCATION

High School: \_\_\_\_\_  
(Name & Location) (Years Attended) (Year of Graduation)

University, College, Technical Institute or other post-high school education:

\_\_\_\_\_  
(Name & Location) (Years Attended) (Degree) (Year of Graduation)

Have you ever applied to this Board for registration before? ☐ Yes ☐ No

If YES, check type of application that you made: ☐ EIT ☐ PE ☐ LS ☐ LSIT Determination: \_\_\_\_\_

Date previously applied: \_\_\_\_\_

### Section 3: Record of Work Experience

**NOTE: If you are applying under O.C.G.A. 43-15-8(3), not having acquired an engineering degree, related science degree, or ABET accredited technology degree, you must list your experience in Section 3, and complete the Professional Engineer Endorsement Forms, one form for each engagement listed in Section 3. Endorsement Forms may be downloaded from the Board website at [www.sos.state.ga.us/plb/pels](http://www.sos.state.ga.us/plb/pels).**

Eng. #	Company Name	Your Title	Name/Address Of Supervisor	Part Time (Y/N)	From	To	Total Months	%	Qex	%	Qex	%	Qex
School Name:				Education Total:									
Degree/Date of Grad:			ABET:	Non-ABET:	Experience Total:								
School Name:				Total Months:									
Masters Degree/Date of Grad:					Board Member's Initial: Date:								
Other:													

### REFERENCES

An application shall contain the names of not less than five persons, not related to the applicant by blood or marriage, of whom at least three shall be professional engineers having personal knowledge of the experience on which the applicant predicates his qualifications. Refer to O.C.G.A. 43-15-15(d).

I certify that I have been personally acquainted with the applicant since the year indicated opposite my name; that I have read the foregoing statements, which so far as known to me are correct; that I believe the applicant to be of good character and repute; and I hereby recommend the applicant to the Georgia State Board of Registration for Professional Engineers and Land Surveyors as entirely worthy of consideration for certification as an Engineer-In-Training in the State of Georgia pursuant to law.

NAME (sign and print name underneath)	ADDRESS (include number and street name)	REG. NO. & STATE (If Registered)	HAVE KNOWN APPLICANT SINCE
.....			
.....			
.....			
.....			
.....			

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### AFFIDAVIT

\_\_\_\_\_ being duly sworn, says that he/she is the person who is referred to in the  
(Applicant's Name)  
foregoing application for certification as an Engineer-In-Training in the State of Georgia and that the statements and representations therein contained are true in every respect. If applying through a school, I hereby authorize the Georgia Board of Registration for Professional Engineers and Land Surveyors to release my score to the school.

Sworn to before me this \_\_\_\_\_ day of

State of Georgia

\_\_\_\_\_, 19\_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Signature of Applicant/Date)

**SEAL** My Commission Expires: \_\_\_\_\_

## **IMPORTANT NOTICES**

### **COMPLETE APPLICATION PACKAGE**

**Effective immediately, all Application supporting information (verifications, endorsements, references and transcripts) must be enclosed with the completed application and mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at P O Box 13446, Macon, GA 312108.**

The applicant will now be responsible for gathering the information from his/her endorsers, college(s) and other state boards.

1. Have each agency/institution/person send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering.
2. Gather all sealed envelopes along with your application and send the entire package to the office of the Georgia State Board of Registration for Professional Engineers and Land Surveyors.
3. Send a stamped self-addressed envelope along with the Acknowledgement Letter.
4. If all is in order, the Board office staff will return the Acknowledgement Letter to you with a receipt date. This is in preparing your file to be reviewed by the Board.
5. If the application is incomplete or one of your items is missing or opened, the entire package will be returned to you.

### **Note read before filling out Section III:**

**You must provide to the Board endorsements/references from at least five separate individuals, at least three of which must be currently licensed as a professional engineer. You must provide endorsements from all engagements listed in section III Experience. If the company has closed, or merged with another company and you are unable to obtain verification or reference please complete the endorsement form listing everything you did at that company and in the blank space provided write "company closed." If the company is open but you are unable to contact anyone who knows you, then send it to the Human Resource Department for work dates verification.**

## Instructions for EIT Exam Applicants

**Note: Please read the instructions sheet, the Board Laws and Rules before calling the Board office.**

Either type or print neatly and legibly on this application. Illegible and incomplete applications will be returned to you.

**Effective Immediately: The Complete Application and all supporting information (verifications, endorsements, references and transcripts) must be mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at:  
P O Box 13446, Macon, GA 31208.**

The applicant will now be responsible for gathering the information from his/her endorsers, college(s) and other state boards.

1. Have each agency/institution/person send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering.
2. Gather all sealed envelopes along with your application and send the entire package to the Georgia State Board of Registration for Professional Engineers and Land Surveyors office.
3. Send a stamped self-addressed envelope along with the Acknowledgement Letter.
4. If all is in order, the Board office staff will return the Acknowledgement Letter to you with a receipt date. **This is in preparation for your file to be reviewed by the Board.**
5. If the application is incomplete or one of your items is missing or opened, the entire package will be returned to you.
6. **As Per Board Rule 180-2-.02, the Board will give written notification by 1<sup>st</sup> class mail at least twenty (20) days prior to the examination.**

### Section 1: General Information

Name: Last name first.

Address: Preferred *permanent* complete mailing address.

If you have served in the Armed Forces, submit a DD-214, or other proof of service.

If you were previously approved for an exam and two years have passed since your first scheduled offering, you must provide proof of a Refresher Course along with your application.

### Section 2: Record of Education

If you have ever applied to this Board before, indicate what type of registration you applied for. If you obtained your EIT in Georgia, then you have indeed applied before. If your application was returned to you, then it was never logged into our database, and in this case, you would answer "No".

Transcripts must be sent from all college attended, whether you graduated or not. If your post-secondary education was earned in the US or its territories, transcripts must be sent to you in a sealed envelope for you to include in your application packet to the Board with your application. Some Colleges and Universities will not send the transcript to you. If this is the case, include a note along with your complete application package to inform the Board that the College or Universities will be forwarding the transcript(s) directly to the Board office.

Applicants whose post-secondary education was earned outside the US are required to provide an evaluation of such education to the Board. It must be performed by an agency approved by the Board, and currently, the Board accepts only Engineering Credentials Evaluation International (ECEI) for foreign education evaluations. Phone: (410) 347-7738, Fax (410) 625-2238, E-mail [info@ecei.org](mailto:info@ecei.org), website: [www.ecei.org/](http://www.ecei.org/). You MUST: 1) Go to ECEI website and download the application to have your education evaluated. 2) submit a notarized copy of your transcript to the Board, which includes all coursework earned, the degree granted, and the date your degree was conferred. 3) If it is not in English, include a certified English translation, also notarized.

An applicant who was previously approved by the Board, must wait two years after the last scheduled offering, must show proof of having taken a refresher course since the last scheduled offering, and must re-apply to be considered for additional offerings for an exam.

### **Section 3: Experience**

Please complete columns entitled: Company Name, Your Title, Part Time, From, To, and Total Months. The rest of the page is "For Board Use Only."

Account for all post-secondary (post high school) engagements in chronological order beginning with your first held position. Beginning dates should indicate month and year.

Identify part time work and indicate number of hours per week.

All gaps (in college, employment, etc.) must be identified on the appropriate form. This includes non-engineering work, unemployment, sabbaticals, incarceration, gaps between high school and college, or between college and first engagement, etc. If you did not go directly into college from high school, then account for time since high school graduation.

If you are applying under O.C.G.A. 43-15-8(3), not having acquired an engineering degree, related science degree, or ABET accredited technology degree, you must describe your experience using the Professional Engineer endorsement forms. Forms may be downloaded from our website: [www.sos.state.ga.us/plb/pels](http://www.sos.state.ga.us/plb/pels).

### **Section 4: References**

All applications must include at least five references who are not related by blood or marriage, of whom at least three (3) of the references must be registered professional engineers (It is not required that they be registered in Georgia). The name of each reference must be accompanied by a SIGNATURE, in ink.

### **Section 5: Affidavit**

The photo should be a clear head and shoulder shot, and may be black & white or color photograph. Digital photos are accepted. Photo should fit in the space provided.

Application MUST be signed and officially notarized.

#### **Note:**

See Fee Schedule for appropriate fee and be sure to enclose a check or money order. Checks should be made payable to *Secretary of State*. If fee is not attached, application will be returned.

#### **Deadlines**

Deadline date is for the complete application. All supporting documentation and information must be received before an application is considered complete. If they are not received by the deadline date, you may not be considered until the next scheduled exam. *It is the applicant's responsibility to assure receipt of required documentation.*

December 1<sup>st</sup> is the deadline for the April examination.

June 1<sup>st</sup> is the deadline for the October examination.

### Acknowledgement Letter

This is to acknowledge that your application was received on \_\_\_\_\_ by the Office of the Board of Registration for Professional Engineers and Land Surveyors. You will be notified at a later date if additional materials are needed to complete your application file. Complete application files must be approved by the Board. You will be notified in writing when the Board completes its review.

Instructions: Include this letter along with a stamped self-addressed envelope inside your completed application package when you mail it to the Board. If all is in order with your application and the supporting documents are all accounted for, this letter will be marked with a receipt date and will be mailed back to you.